

SPOTLIGHT

Produced By: The Air Force Element

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Hello EUCOM! Welcome to the third edition of **SPOTLIGHT**. This bulletin will be produced periodically to provide the EUCOM community with useful information on personnel programs i.e. evaluations, etc. along with other personnel news that you may be interested in. In this edition our subject will cover **Leave Procedures**.

AFI 36-3003 governs the Air Force Leave Program and AF Form 988 is the leave request form. A leave authorization number must be issued to a members AF Form 988 before proceeding on leave.

Each directorate has their own leave account monitor. Contact your directorate POC for their processing procedures. ECJ1's leave program supports the J1 staff and the special staff units at EUCOM. All Permissive TDYs, convalescent, terminal, advance and excess leave requests must be submitted to the Air Force Element commander for approval, regardless of directorate the member is assigned to. For these types of leave requests ensure the supervisor initials the form in the upper right corner. This is required so that the AFELM CC knows the members supervisor is aware of the request.

Requesting a leave number: Personnel requesting a leave number through ECJ1 should submit their leave form NET 14 days prior to the start date. There are two ways to obtain a leave number:

1. Drop the leave form off at the Air Force Element (AFELM) bldg 2302, room 209. A leave authorization number will be assigned to the leave form and put in the Leave Box for pick-up by either the member, supervisor or administrative staff on distribution runs. Part I will be forwarded to the USAFE MSS/Finance Office by the AFELM.
2. Fax part I of the leave form to the AFELM at 430-8508. Once a leave number has been assigned the member will be called from our staff with a leave authorization number. Write in the leave number on parts II, and III in item 10 of the leave form. Member will destroy the part I they faxed, the AFELM will forward the faxed copy of part I to the USAFE MSS/Finance Office. **(This applies to ordinary leave request only)**

Note 1: For Ordinary leave requests, forms must be signed by the supervisor prior to submission to the AFELM. AF Form 988's unsigned by the supervisor will not be processed.

Note 2: Leave request for PTDY, convalescent, advance, and excess require AFELM CC approval and must be brought to the AFELM, not faxed.

After you have a leave number: Part II is the member's copy. Part III should be maintained by the supervisor until the members return. Part III of leave requests approved by the AFELM CC will be maintained by the AFELM.

Once you've returned from leave: On the first duty day after the member returns from leave, return part III to the leave account monitor who issued the leave number. Ensure part III is completed to indicate no change, change or cancellation of the leave. The member and supervisor must sign the part III prior to turning it in. Members who had their leave request approved by the AFELM CC must come by the AFELM to sign their part III upon return.

Miscellaneous:

1. When determining if a particular event is considered Permissive TDY, reference AFI 36-3003, Table 5.
2. If a member's leave start date changes after a leave authorization number has been issued, that leave request must be canceled and a new one submitted.
3. When a member is placed on convalescent leave, an AF Form 988 must be accomplished. The military physician will give the member a convalescent leave recommendation. Attach the recommendation to the completed AF Form 988 and submit it to the AFELM. If a civilian doctor recommends convalescent leave, the member must report to the Patch Medical Treatment Facility and have a military physician concur with the recommendation, then follow the same procedure explained previously.

